



54-A DISTRICT COURT JOB VACANCY POSTING

Position: CHIEF PROBATION OFFICER

Compensation: \$47,354 - \$63,504 w/ Comprehensive Benefits Package

Position Description

This position is responsible for the operations of the probation department and the work of all subordinate departmental staff. The position has administrative responsibilities for managing the oversight of persons referred for presentence investigations and placed on probation. Work is performed with considerable independence under the managerial direction of the Court Administrator, and is reviewed through conferences, reports and analyses of results obtained.

Examples of Duties

1. Oversees and coordinates the activities of the 54-A District Court Probation Department.
2. Directly supervises professional and clerical personnel.
3. Plans for future resource needs.
4. Evaluates the effectiveness of existing programs and modifies to enhance effectiveness.
5. Determines appropriate caseload levels for probation officers and makes assignments.
6. Designs, develops and implements standard operating policies, procedures and practices with regard to investigations, recommendations, supervision, violations, terminations, discharges, and departmental operations.
7. Maintains departmental procedure manual and monitors compliance with departmental procedures by subordinate staff.
8. Participates in recruitment, hiring, development and discipline, provides training, evaluates employee performance, and fulfills other supervisory responsibilities for subordinate staff.
9. Plans for the department's future, analyzes fluctuations in caseload and judicial practices in referrals to probation to meet changing demands.
10. Participates in the preparation and management of the departmental budget.
11. Meets with representatives of community agencies to coordinate the delivery of services.
12. Acts as liaison to Community Corrections Advisory Board and related boards and agencies within the community.
13. Makes recommendations for improvement of service to the community.
14. Manages intern program.
15. Manages grants, including locating grant opportunities, preparing applications, monitoring compliance, maintaining financials and preparing reports.
16. Maintains a proportionate caseload and performs functions related to pre-sentence investigations and supervision of persons placed on probation as outlined in Probation Officer job description.
17. Performs other work as required.

Qualifications: Bachelor's degree in criminal justice, psychology, social work, sociology or related field; minimum five years of experience in probation or corrections, at least two of which included supervising the work of subordinate staff. Certification to perform substance abuse assessments.

Preferred Qualifications: Experience with grant administration; established relationships with community resources available to probationers; excellent written and oral communication skills

Physical Requirements: This job requires the ability to perform the essential functions contained in the job description. These include, but are not limited to: walking, prolonged sitting and standing, climbing, reaching, handling, repetitive hand/arm movements, carrying, bending, lifting up to 40 lbs in office and to remote locations, talking, seeing, hearing. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

To Apply: Submit a 54-A District Court employment application,* letter of interest, resume with references and proof of degree to:

**Anethia Brewer, Court Administrator
54-A District Court
124 W. Michigan Ave
Lansing, Michigan 48933**

*Applications are available online at www.lansingcourt.com. Applications must be downloaded and mailed to the above address, emailed to mkelly@lansingmi.gov, or faxed to Anethia Brewer at (517) 483-4478. If you need a disability related accommodation, or have questions about the application / selection process, please contact the 54-A District Court at (517) 483-4127.

Deadline to Apply: Friday, May 2, 2014

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, orientation, marital status, height, weight, arrest record or handicap of any individual.